



The Vera Project
305 Harrison St.
Seattle, WA 98109
206-956-8372

THE VERA PROJECT

Education Manager

Position Overview: The Vera Project's education manager works to continuously & collaboratively develop, administer, and evaluate educational programming organization-wide.

The Vera Project seeks a skilled and passionate educational administrator to support our always all ages music and arts programming. The Education Manager will work with VERA staff, members, and volunteers to co-develop, administer, and evaluate experiential learning opportunities and workshops.

The Vera Project is an Equal Opportunity Employer. People of color, queer, transgender, and non-binary folx are encouraged to apply. VERA is committed to providing an inclusive space, open to all ages, genders, races, cultures, religions, abilities, etc. and asks all members to sign our Participation Agreement to verify their commitment and accountability to our shared values.

APPLICATION PROCESS:

Please address the following topics in your cover letter:

- Please tell us about your experience in educational administration, curriculum development, and youth mentorship.
- What do your specific skills and interests bring to this role?
- What is your background, if any, working or volunteering with nonprofit organizations and community spaces?
- What relationship do you have with The Vera Project, Seattle's music and arts community, and/or the DIY scene?

Please submit a cover letter, resume, and two references to hiringcommittee@theveraproject.org with Education Manager, *Your First and Last Name* in the subject line by Sunday, August 11th at 11:59PM.

Compensation: \$51-55k Salary DOE, 100% Employer Covered Medical, Dental, & Vision Benefits, Paid Parking or Public Transportation Reimbursements.

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Key Responsibilities:

Education & Program Development

- Coordinating and overseeing VERA's classes, internships, and other educational programming in collaboration with staff and programmatic committees.
- Facilitating the development, implementation, and standardization of curricula for programming organization-wide, including live and recorded sound, screen printing, community organizing, and more.
- Administering VERA's production lab, civic engagement, and lending library programs.
- Co-managing programmatic pipelines for experiential education and career-connected learning opportunities.
- Planning and overseeing the scheduling of classes and other educational offerings with the Facilities & Operations Coordinator, Programs Director, and program instructors.
- Co-developing and updating program materials for class participants, curriculum handouts, outreach, and more.
- Collaborating, recruiting, and acting as the liaison and thought partner to all VERA teaching artists.
- Creating new educational offerings as requested and co-developed by VERA members periodically.
- Co-developing and managing all organizational partnerships with K-12 schools, post-secondary institutions, trade schools, and other career training centers.
- Steward educational partnerships with K-12 schools, colleges and trade schools, and other youth-serving institutions
- Coordinating internal trainings and workshops with the Executive Director and Programs Director

Assessment & Evaluation

- Monitoring and evaluating educational programming, harnessing a wide variety of institutional metrics and constituent feedback to improve offerings
- Creating detailed and engaging reports on program accomplishments and key organizational metrics.
- Overseeing educational program budgets, keeping staff accountable to collaboratively set goals and outcomes with the Executive Director and Programs Director
- Maintaining various aspects of VERA's database and constituent management platforms
- Managing the further development and implementation of VERA's community scholarship program
- Conducting regular audits of all classes and other educational offerings to ensure they are mission-aligned and meet cultural competency standards

Hours: Full Time Exempt (40 hrs/wk, 1.0FTE)

Reports to: Executive Director

Compensation: \$51-\$56k DOE